PSB

GM 1916.

201 g 16

SL. No. 1-9

Rules for the Constitution of a Separate Voting Section in Every Distinct

G. R. S. IX-5]

Previous references.

Gen. 46-13 31-67 1916 ~~192~~

(Gen.)

File No. Gen. 9

Serial Nos.

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Nil

Part B for January 1921

SUBJECT.

Rules for the Constitution of a Separate Typing Section in Every Office—

Orders to be filed on 20-1-1921.

Leg 27.8.21

WD 1888—GPB—16,826—23-7-21.

G.R.S. 11] 1916

GENERAL AND REVENUE SECRETARIAT.

(Gen. mis:)

NOTES.

G. M File No. 201-16

FILE HEADING.

Rules for the constitution of a Separate Typing Section in every District office.

From

The Deputy Commissioner, Chitaldrug District.

No. 32 Dated 18.7.1916 Received

Diary No. 623.	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Furnishes his opinion on the rules regulating the use of type-writing machines, contained in this office letter no: G450-8-67 G.M.360-13- dated 11th July 1916.

NOTES AND ORDERS.

Sl. 2 Letter no: 14 of 20.7.1916 from the Dy. Commr. Hassan District furnishing his opinion.

Sl. 3. Letter no: C. 219 of 2nd August 1916 from the Resr: Commr. in Mysore stating that a definite reply cannot be given without consulting the Deputy

NOTES—First Sheet.

GPB—35,000—15-6-12

2

(2)

G. R. S. 12]

1066

General and Revenue Secretariat. | C. No. File No. 201 of 1916 1867

Serial No.	
	Commissioners of Districts in the matter
	The Rev. Commissioner's Communication is
	Subd. for perusal.
	2 The replies from the two Deputy Commissioners
	on the subject will be submitted in a consolidated
	form along with others.
	3 Subd.
	7/8 VS 17/8/16
4	Letter No: 18 & 26th Aug: 1916 from the Dy. Commr.
	Tumkur Dt. giving his opinion in the matter.
	4 other replies will be awaited. A reminder
	will be issued if they are not received by about the 11th
	proximo; ~~by [illegible] Full~~ two months will Then have elapsed
	Several Dy. Commrs:
	Since They were addressed
	29/8 VS 29/8/16
5	Letter No: 349 & 24-8-1916 from the Dy. Commr. Kolar Dt.
	recording his views of the Scheme.
	5 Subd. for perusal. Other replies may be awaited.
	4/9 VS 4/9/16
	6 A dft. reminder is subd. It is over two months since
	a reference was last made.
	27/9 VS 30.9.16 30/9/16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

9083

3

2062
4243

G. R. S. 12]

General and Revenue Secretariat. | G. M. File No. 201 of 1916

Serial No.	
6	Letter no: 116 dt 14.11.1916 from the Dy. Comm: Kadoor District stating that there is no objection to the proposal [illegible] that some extra Estbt: is necessary. 8 Replies are due from the Dy. Comms: of Mysore Shimoga & Bangalore Districts. These may be awaited. Dx 17/11 9 It is over four months since the several Dy. Comms: were asked to furnish their views on the proposed rules. Replies have been received from five districts so far. A draft reminder is put up with regard to the rest Dx 23/11 to Issue 23/11/17 Issued vide G 6862-4 dt 27.11.16.
7.	Letter no: 309 dt 13.4.1917 from the Dy. Comr: Shimoga Dt: furnishing his opinion on the ~~proposed~~ rules for regulating the use of type-writing machines. 11 Subtd. for perusal. 12 Replies are due from the Dy. Comms: of Bangalore & Mysore Districts & they will be awaited. A reminder was sent to them last month. 13. May be reminded again 17/4 22/4

Issued
Mysore G 14293 dt 24/4/17
B'Lore G 14294 dt 24/4/17

NOTE—Contn. sheet.

GPD—70,000—17-12-15

4 WD 1233—GPB—60,000—1-12-16—S. 4

G. R. S. III-2]

General and Revenue Secretariat. | G. & R. File No. 201 of 1916.

Serial No.

Letter No. C 12 dt. 10.7.17

8 From the Dy Comr Bangalore Submits his opinion on the question of Regulating the use of type-writing machines and requests sanction of Govt to replace by a new one the Densmore machine of his office as it has become unserviceable.

14 Submitted for perusal.

15. Reply from the D C Inspns is awaited. This may be awaited.

Dated 11.7.17 US 12/7/17

9 Letter No. D Dis 38. dt. 15/7/17 from the Dy Comr. Inspns. submitting his opinion on the question of regulating the use of typewriting machines in his Office.

16 The opinions of all officers from whom they are asked for in G.O. 458-58 dt 11.7.16 have been received. A summary of their views is put up. Submitted for orders.

X Flag. 7.

S

25.7.17 US 25.7.17

17. The opinions of Dy Comrs and other officers were called for on the report submitted by a Committee Consisting of Messrs N. Mathura Rao, A. V. Ramanathan

NOTE—Contn. sheet.

4586/5

WD 1233—GPB—60,000—1-12-16—S.

15

G. R. S. III-2]

General and Revenue Secretariat. | G. M. File No. 201 of 1916.

Serial No.

and M. S. Ramachandra Rao and they have been received

18 May the file be referred to the Committee for the submission of their final recommendations?

19 Some Secretarial officer may be appointed in the place of Mr Ramaya Iyer

Gen Secy) 20/7/17

Yes 31/7

20. Mr Narayanswamy Iyengar, Reg, may be on the Committee

31/7

20/7/17

31/7

21. The file may now be referred to the Committee with refee to para 18.

SER 31/7 VS 22/7/17

BH 23 Seen and passed on to the other Members of the Committee. A date for Meeting will have to be fixed.

Mr B. Narayanaswami Iyer
Mr K. Madhava Rao

Mr Madhava Rao is on leave. May he await his return.

Asst Secy I/J 25. No objn

MSR 6/8/17

6/8

MSR 6/8/17

26. Resubmitted with refee to para 24 now that Mr. K. Madhava Rao has returned to duty.

SER 14/9 VS Submitted.

NOTE—Contn. sheet.

Secy VIII)

6

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2

General and Revenue Secretariat. | File No. of 191 .

No. 44—E. Adm.
18-9-17

Serial No.

27 I would suggest meeting at 4 PM. tomorrow (Saturday) in my room, if convenient to Other members.

Mr Ramachandra Rao
Mr Narayanaswami Iyengar } & I would suggest 4 P.M on Monday if that will suit the Other Members.

Rao 21/9/17

Rao 21/9

Rao 21.9.17

Rao 21/9

NOTE—Contn. sheet.

WD 1283—GPB—60,000—1-12-16—S.

4867

G. R. S. III-2

General and Revenue Secretariat. | File No. | of 191

Serial No.

29 In circular No. $\frac{G.450-58}{G.M.360-13-67}$ dt 11.7.1917 opinions were invited from the Rev. Comsr & the Dy: Comsrs of Sts on the following proposals for regulating the use of typewriting machines in Govt offices :-

(a) Supply of typewriting machines & accessories through a central agency viz the Stationery Dept

(b) Prescribing a uniform scale of 4 machines for each St office except the offices of the Bangalore & Mysore Sts for which 5 will be allowed.

(c) Constitution of a separate typing section in each St. Office as a branch of the English Dept.

(d) Requiring the Typing Section, so constituted to do the fair copying work of the St office proper & of other subordinate offices at St Headquarters subordinate to the D.C.

(e) Restricting typewriting to certain specified classes of communications.

~~The appended statement embodying~~

30. The views of the officers consulted are embodied in the appended Statement.

31. Submtd with a draft Govt-order on the subject.

Vide 19/1/18

32 I suggest Para II being omitted & the scale being increased provisionally as it may require with Complements elucidation.

28/1/19 to R.S.V

33 Please prepare a list of types of machines approved up to date

Dy 23/1/18

NOTE—Contn. sheet:

Statement showing the views of the Rev. Comr. & the Dy. Commrs. of Districts.

Sl no.	Questions	Bangalore	Mysore	Kolar	Tumkur	Shimoga	Chitaldrug	Kadur	Hassan	Rev. Comr.	Remarks.
	Constitution of a separate typing section in each Dt. Office as a branch of the English Dept	Not in favour	Not in favour	Not in favour	Not in favour	Not in favour	Agrees	Agrees if more hands are given	Agrees if more hands are given	Not in favor	
2.	Supply of machines & accessories thro' the Sty. Depot	No opinion	Agrees	No opinion	No opinion	No opinion	Agrees	No opinion	No opinion	No opinion	
3.	Restricting type-writing to certain classes of communications	—do—	Agrees.	—do—	—do—	No opinion	Agrees.	—do—	—do—	No opinion.	

9

WD 1233—GPB—60,000—1-12-16—S.

486 9

G. R. S. III-2

General and Revenue Secretariat.

File No. 201 of 1916.

Serial No.

84 The types of machines approved up to date are:-

1. The Remington
2. " Yost
3. " Densmore
4. " Underwood
5. " L.C. Smith
6. " Oliver
7. " Hammond.

Vide G.O. No. G. 9578-625 - Sm 312-13-1 & 23-5-15/4

15000 30/1/18

85 In regard to the supply of typewriters to Post Offices a scale has been fixed but provincially

86. Although seven types of machines are used, and recognised the Post & Telegraph Department proposes to recognise only four.

Chapter

28/4/18

To M.D. Branch

This was among the papers of Lt. K.N.K. Iyer

Kum 8/8/20

Chd Secy's Office

20/1/21

NOTE—Contn. sheet.

M. Mat.

CHIEF SECRETARIAT III 13 JUL 1921 MILITARY

CHIEF SECRETARIAT III 18 JUL 1921 MILITARY

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc.; not intended for permanent record.]

Summing up. All the views

The DC's of Kadur, Hassan & Chitaldrug are in favour of the proposals. Only some additional hands, in their opinion, may be necessary

The DC's of Mysore, Tumkur, Bangalore, Kolar, & Shimoga are against introducing their rules. They point several practical difficulties in the working.

Briefly they are:—

1). The nature of the work of certain offices is confidential & hence cannot be handled by officials outside their offices

2). Certain offices are not located in the Public Office buildings—

3). The difficulty of supervision

4). Entertainment of additional establishments

& the question of the needless complications that would arise debiting of the cost to the several heads of departments

expire registration

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

An analysis of the opinions of the Revenue Dl Commrs re. the draft rules ~~prepared~~ for regulating the use of type writing machines in the Dt offices.

Proposals	Views of the Revt Dl Commrs
a) Machines & accessories to be supplied through the Stationery Depot	H.E.D.C. Chitaldrug says that he finds no objection to the supply thro' the Stationery Depot. D.C. Mysore says that this may be adopted. Others have nothing to note on this —
b) Uniform scale of 4 machines to be allowed for each district office except Bangalore & Mysore for which one more to be supplied	D.C. Chitaldrug — "The number of machines 4, proposed to be supplied will be adequate." Three additional typists will be required." D.C. Mysore. "Extremely inconvenient.
c) Constitution of a separate section designated "Typing Section" in every district office —	Objection of the Supdt of Police "Considering the portion of the typing work of the office relates to confidential matters which it is inexpedient to be handled by clerks outside the office."
d) This new section to attend to the fair copying work of the Dt Office proper & work of an important character received from the Offices at Dt Hd quarters	Objection of the Dt Forest Officer South — "The office is not located in the public office buildings. It would lead to much loss of time if papers have to be sent to the Dt Officer for being faired
e) Proposal to withdraw the supply to certain D.S.P's & D.F.O's, and to give them to the Revenue Sub Dl officers not located at Dt Hd quarters	

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.P. 84—GPB—60,000—20-7-16

(12

12

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(b)(c)(d)

There are 2 machines in the Dt Office proper & 1 in the L-T-Dept

D.C. Mysore 1) In most of these small offices the typist has some other work allotted to him in addition to the typing work & services of other clerks have to be utilised for carrying the typewritten copies. So they cannot be spared for the new section.

2) The duty of deciding on the urgency & importance of the several communications to be typewritten must rest with the ministerial heads of each individual office

The D.T.O's & D.S.P.'s do require a machine entirely for their own work.

The work in the typing section is very heavy & another machine, if provided would help to greatly reduce congestion in fair-copying ~~Copy~~ work in the D.C. Office itself.

In these circumstances he says that the rules cannot be adopted

Rev. Comm'r. In his opinion in the D.C. Offices. the present Est. may not cope with the add'l work imposed on them. He wants to consult all D.C's before venturing to give an Opinion.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(b) (c) (d)

D.C. Kadur - is of opinion that the proposed rules appear to be suitable & may be adopted. He also raises the same objection made by the D.C. of Tirupur with ref. to additional hands that may be required. (No. 3).

D.C. Hassan In his opinion the rules proposed to be introduced are good & may be adopted; only entertainment of additional hands, he says, will be absolutely necessary.

D.C. Tumkur. Points out certain practical difficulties in giving effect to these rules. His objections (1) the present fair copying & registering sections have enough work & are not capable of taking up any additional fair copying work. Rule 2 is not easily workable in the existing circumstances as the subordinate offices are located in separate buildings some far away from the DC Office — hence the necessity for an additional Estt & accommodation in the DC Office building.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

(6

14

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D.C Bangalore (1) Raises the same objection as the Superintendent of Police, Mysore has done, pointing out the confidential nature of the work of the Police Dept. Some ~~babies~~ says that a separate type-writing machine is quite indispensible for the office of the D.S.P. (2) He says that even if 3 more hands are entertained the work of supervision would be very difficult. (Objection 2 by the D.C. Mysore)

D.C Shimoga. He desires that the existing arrangements may be continued.

D.C Kolar. He thinks that the rules will not work satisfactorily & points out several practical difficulties. Objection No 2 made by D.C. ~~Kadatumkur~~, is put in a nutshell from Supervision work — objection no (2) raised by D.C. Bangalore.

(page 3)

In his opinion too, the existing arrangement has been found to work well & no unnecessary complications need be created. He further points out difficulties in the appointment of a new staff of Officials & the cost to be debited to several heads of departments &

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-

GPB—50,000—25-9-15

From 7/10/1916-17 15

The Deputy Commissioner
Chitaldrug

To

The Secretary to Government
General Department
Bangalore

Dated

Despatched 18th July 1916

Received

~~General No.~~ D. Dis no. 32 Rev of 16-17

No.

Enclosure No. —

Furnishing opinion on the Rules proposed to be issued regulating the use of typewriting machines in the District Office

Office of the Deputy Commissioner
Chitaldrug District

DIARY NO.....

Dated Chitaldrug, the 18th July 1916

From

C. S. Balasundaram Iyer Esquire B.A.,
Deputy Commissioner,
Chitaldrug District

To.

D. Narasimha Rao Esquire B.A., B.L.,
Secretary to the Government of
H. H. the Maharaja of Mysore
General Department
Bangalore.

Sir,

With reference to your letter No G.450-5
G.M. 360-13-52
dated 11th instant calling for an expression of my views on the rules proposed to be issued, regulating the use of typewriting machines, I have the honor to state as follows:-

(i) The proposal to form a separate typewriting section in the District Office is a good one and may be carried out.

(ii) It is also necessary that Revenue Sub Division offices, not located at District Head Quarters should be supplied with Typewriters.

(iii) There is no objection to the typewriting machine, and accessories being supplied from the Stationery Depot.

(iv) The number of machines, (four) proposed to be supplied will be adequate.

(V) The fair copying work of the offices at District Head Quarters, subordinate to the Deputy Commissioner, may with advantage and convenience be done in the new typing section.

(VI) The classes of communications to be typed, as specified in the Rules, seem adequate.

VII There are at present two machines* in this office, one belonging to the Revenue Branch and the other to the Local Funds. There is also a machine in the District Forest Office.

*(1) Oliver Typewriter, one of the type bars is broken but it is being replaced.
(2) Underwood-Standard, now in working order.
(3) L. C. Smith & brothers. No. 5, in working order.

VIII One of the clerks on Rs 25, borne on the establishment of this office, who has passed the elementary examination in typing is employed on typewriting important communications, reports etc of all branches of the District office, including the Local Fund Department, Jamabandi, Conference, Village Improvement, District Treasury etc. Similarly a low paid official of District Forest Office, who has merely picked up typing with the help of the machine in that office is doing the typing work of that office alone.

IX If the new typing section is to be formed

three more Typists will be required. The one Typist of the District office cannot be burdened with any additional work, as the work turned out by him at present is more than what one can do and he is already overworked. It is also not possible to spare any more hands of this office for the typing section, nor is there any one among them, who has had any training in typewriting.

In case the proposed scheme is sanctioned and brought to effect, three more qualified and competent typists may also be sanctioned. I would suggest in this connection the desirability of attaching a qualified shorthand typist to the Deputy Commissioner's office, who can greatly facilitate work by taking down rapidly to dictation important drafts and notes. Such a man may perhaps be had on a pay of Rs 40 to 50 Rs.

I have the honor to be,
Sir
Your most obedient Servant

Illegible
probly Assistant Commissioner
for Deputy Commissioner
Illegible

HS (extract from the Statement)

1916-17.

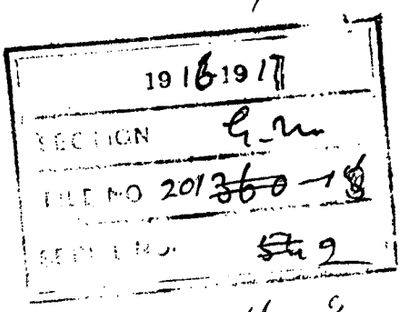
19

Office of the Deputy Commissioner,

Hassan District.

Dated Hassan the 18th July 1916.

DIARY NO. 639



G.M. 201-16-2

From

K. Krishna Iyer, Esquire,

Deputy Commissioner,

Hassan District.

To

D. M. Narasinga Rao, Esquire, B.A., B.L.,

Secretary to the Government of His

Highness the Maharaja of Mysore,

General Department, Bangalore.

Sir,

With reference to your letter No. G.450-58/GM 360-13-58 dated 11th. July 1916, I have the honor to state that the rules proposed to be introduced for regulating the use of type-writing machines in the District offices are good and may be adopted. I wish to add that the constitution of a seperate typing section as a Branch of the English Department will necessitate the entertainment of a few additional hands for the purpose, especially as there is a dearth of fully qualified typists from among the existing officials in the office.

I have the honor to be,

Sir,

Your most obedient servant,

Deputy Commissioner,

Hassan District.

W. D. 0101—GPD—10.000—12-11-15

1916-17.

From

K. Krishna Iyer, Esquire,

Deputy Commissioner,

To Hassan District.

D.H.Narasinga Rao, Esqdire, B.A.,B.L.
Secretary to the Government of H
Highness the Maharaja of Mysore,
General Department, Bangalore.

Dated 18th. July 1916

Despatched 20th.

Received

General No.

No.

Enclosure No. Nil

SUBJECT.

Furnishing opinion in regarding to the Rules proposed to be introduced for regulating the use of Type writing machines in the District Offices.

813

R. C. 4. CN BEN. TK

3 AUG 1916

20

From

K. Doraswami Iyer Esq.,

Revenue Commissioner in Mysore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General *Department.*

Dated 2 2

Despatched August 1916.

Received

General No. C 219

Enclosure No.

SUBJECT.

Stating that without ascertaining the views of the Deputy Commissioners it is not possible to give any opinion on the rules proposed for regulatingthe use of Type-writing machines in District offices.

21

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE,

Bangalore, 2nd August 1916.

DIARY NO. 1066

No. C 219

FROM

K. Doraswami Iyer Esquire,
Revenue Commissioner in Mysore.

19/6 19/7
SECTION G.D.
FILE NO 201 3/6-16
SERIAL NO. 3

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
G E N E R A L *Department.*

SIR,

Referring to your letter No.G.450-58/G.M. 360-13-52 dated 11th July 1916 requesting opinion on the rules proposed to be issued for regulating the use of Type-writing machines in the offices of the Deputy Commissioners of Districts, I have the honor to state as follows:-

Rule (d) proposes that the Typing Section of the Deputy Commissioners office should type fair copies for the District office proper and also for certain other offices at District Head Quarters. Evidently all the Typists viz 5 for Bangalore and Mysore and 4 for each of the other Districts should come out of the District office establishments. It is not likely that with the present strength of the establishments and the present condition of work in the District offices, the required number of men can be deputed solely for Typing. In view of the above circumstances it is not possible to venture on an opinion without ascertaining the views of the Deputy Commissioners.

2. If the Deputy Commissioners have not been addressed by Government direct, they will be consulted

and

and a final opinion given.

I have the honor to be,

Sir,

Your most obedient servant,

Revenue Commissioner.

H.V.

GPB—50,000—17-9-15

(W 23 1916/17

GEN. 28 AUG 19

From

The Deputy Commissioner,

Tumkur District.

To

The Secretary to Government,

General Department, Bangalore.

Dated 23rd August 1916.

Despatched 26th

Received

General No. D-Dis. 18 16-17

No.

Enclosure No.

Forwards opinion re the regulation of the use of typewriting machines in the several offices of the State.

Office of the Deputy Commissioner,

Tumkur District,

Dated, Tumkur, the 23rd August 1916.

From

[illegible], Esqr., B.A.,

Deputy Commissioner,

Tumkur District.

To

[illegible] Narasinga Rao, Esqr., B.A.,B.L.,

Secretary to the Government of His Highness the

Maharaja of Mysore, General Department,

B A N G A L O R E.

Sir,

With reference to your letter No.G.450-58/G.M.360-13-[illegible] dated the 11th July 1916, calling for my opinion on certain rules proposed to be issued for regulating the use of typewriting machines in the several offices of the State, I have the honour to state that there are some practical difficulties in giving effect to these rules.

There are at present three typewriting machines in the District office, one in Local Fund Department used exclusively for the work of that Branch and two in the English Department for the work of the District office proper. The typewriting section consists of two hands and has been doing the fair-copying work of the District office excluding that of the District Treasury, the Local Fund and Registration Departments. The remaining hands of the English Department attend to the registering and other work under the disposal number system. As it is, both the typing and the registering sections of the English Department have tight work and are not capable of taking up any additional fair copying work, nor is it possible to depute the more hands for the typing section to the detriment

29

dement of work in other Departments.

2. In rule (d), it is suggested that in addition to the fair copying work of the District office proper, the typing section should do similar work of an important character received from the offices at the District Head quarters subordinate to the Deputy Commissioner. This is not easily workable in the existing circumstances. There are four offices in the District Head quarters subordinate to the Deputy Commissioner. These are the Forest, Police and the Excise offices and the Sub Division office, Gubbi - each of which now attends to the fair copying work of its own, whether ordinary or important. By transferring to the District office, the fair copying work of an important character, of these offices and also judgments in original cases suggested in rule (e) (4) it will relieve the work of the latter offices to a certain extent, giving additional work at the same time to the already overworked officials of the District office.

3. There is yet another disadvantage: The subordinate offices, except one, are located in separate buildings, some of them far away from the District office building and in urgent cases much difficulty will have to be felt in the transmission of fair copies to the subordinate offices.

4. Under these circumstances, I am of opinion that unless two more typists and one more hand to compare fair copies and to keep an account of the drafts received from and the typed copies despatched to the subordinate offices, are sanctioned and additional accommodation provided in the District office building, it will not be possible to cope with the additional work, which will devolve on the District office by the intorduction of the proposed rules.

I have the honour to be
S i r,
Your most obedient servant,

for Deputy Commissioner, on tour
Tumkur District.

T.K.N.

KBB

GPB—50,000—17-9-15

19 16 26

From

The Deputy Commissioner
Kolar District

To

The Secretary to the Government
of Mysore, General department

Dated

Despatched 14 August 1916

Received

General No. D. Dis. 369
No. 16-17

Enclosure No.

Formation of a typing section in the District Office — Furnishing opinion on the proposal for —

DIARY NO. 2862
19 6-1917
SECTION Gen.
FILE NO 201 - 16
27
CEN. & REG. BOTT.
2 SEP 1916

Deputy Commissioner's office,
Kolar District,

Dated Kolar, the 24th August 1916.

From

P. F. B O W R I N G, Esquire, J.P.,
Deputy Commissioner, Kolar District.

To

D. M. Narasinga Rao, Esquire, B.A, B.L.,
Secretary to the Government of Mysore,
General Department, Bangalore.

Sir,

Adverting to your letter No.G.450-58--G.M.360-13-52 dated 11th July 1916, calling for my opinion on the rules proposed for regulating the use of type-writing machines in the Deputy Commissioner's office, I have the honor to state that the arrangement suggested and the rules proposed may work well in an office, the entire establishment of which is under the control of one ministerial head and the several -- branches or sections are located in one main building, but I am afraid that the proposal to have a common central typing section for the several offices under the Deputy Commissioner located at District Head Quarters is not likely to work satisfactorily as there are several practical difficulties in the way.

2. Rule (c) contemplates the formation of a typing section with a uniform scale of 4 typo-writing machines. The present strength of the Deputy Commissioner's --- office can permit of only two hands being detailed for fair-copying work, there being no posts as 'typists'. The quantity of fair copying work in the Deputy Commissioner's office proper is too much for the two hands to cope with, any additional fair copying or typing work being distributed to the disposal clerks in the several sections who attend to them out of office hours and whenever they have a slight relaxation from their legitimate work. The Disposal Number System, though a blessing in disguise, has thrown additional strain on the District office staff. This has led to some embarrassment in the working of the office since the registering section has had to be given two additional hands over and above the number detailed for registering work before the introduction of the System.

3. When a separate typing section ~~has~~ as contemplated above has been formed, it is enjoined by rule (d) that works of an important character received from the offices at District Head Quarters subordinate to the Deputy Commissioner should be executed in this section and by rule (e) all communications addressed to the Inspector General of Police, Conservator, Excise Commissioner, by the Superintendent of Police, District Forest Officer and the District Excise Officer, respectively should be typed in this section in addition to typing of judgments, important reports of the -- above Departments and all other communications and circulars requiring more than one copy. Besides the

Deputy Commissioner's office proper which consists of Revenue, Judicial, Marahmat, Muzrai, Local Boards, Registration and Treasury Branches, the following e offices under the Deputy Commissioner are located at District Head Quarters viz, Malur Sub Division, Excise, Police, Economic Conference and Forest offices. All these offices are not located in one building but -- situated at some distance from one another for want of accommodation in the District office main building. This may cause considerable dislocation of work and consequent delay.

4. There are now 4 type-writing machines in use in the several branches of the Deputy Commissioner's office--one machine in the Local Fund Department, another in the District Committee office and another two in the District office proper. Of these, one machine is exclusively used for camp work and for typing --- important and confidential communications. Neither the District Superintendent of Police nor the Excise and Forest officers have been supplied with type-writers. There is no machine in the Sub Division Office, Malur. The only offices under my control which have their own machines are those of the Sanitary Board, Special Magistrate, Superintendent of Police and Health office on the Fields. The four machines which are now available for work at Head Quarters do not fully answer the requirements of the present day and if additional work as contemplated in the rules proposed to be issued is --- sought to be thrown on them, neither the number of the machines will be sufficient nor will the present establishment be enough to attend to this additional work

1. Local Funds.
2. Marahmat.
3. Police office.
4. Forest .do.
5. Excise .fo.
6. S.D.O.Malur.
7. Registration.

unless one hand is sent to the typing section from each of the marginally noted offices whose typing work the central typo-writing section is expected to do but I am positive that these offices cannot spare one hand out of the small establishment sanctioned for them without putting themselves to considerable inconvenience.

5. Following so closely upon the heels of the Disposal Number System which has created some temporary dislocation of work in the District office, the present perpe proposal, if introduced, will throw the District office machinery altogether out of gear unless corresponding facilities are ~~not~~ created simultaneously with the introduction of this new arrangement.

6. As regards the ministerial official who has to supervise the work of this typing section there is some difficulty. In addition to the typing work of the District office proper, this section has to undertake the work of the Police, Forest, Excise, and Sub Division offices and execute such works as per directions of the officers of these Departments. The Head clerk of this section will have to satisfy not only the Deputy Commissioner so far as prompt typing work of the District office proper is concerned bpt also the other officers. Every officer will consider the work of his own Department as more important and pressing and insist upon its being taken up in preference to other work and it will be ~~very~~ extremely difficult for this section to satisfy all these officers.

7. A perusal of rule (e) will at once show the magnitude of the work that will be thrown on this typing

section and it is a question for consideration whether any of the heads of branches such as Sheristedar, Head clerk, Revenue or Judicial Head Munshi, Head Accountant will be able to supervise the work of this section. The District office is already struggling to get through its own legitimate work which is increasing in volume and quality every day and I can therefore ill-afford to spare the services of any of these men for supervising the work of this section.

8. These are some of the prominent difficulties that are likely to be experienced in the working of the proposed arrangement. To be candid, in the matter, I would leave the matter alone and allow things to go on as they are. In fact the existing arrangement has been found to work well and we should not unnecessarily --- create new complications.

9. But in spite of it, if the Government are anxious to try the new arrangement, altogether a new staff of officials has to be appointed and the cost of such establishment should be debited to Revenue, Excise, Forest, Police, Local Funds, Economic Conference, Marahmat and Registration according to certain proportion that might be decided on by Government.

10. Next as to the number of machines and the strength of the establishment for this section, I have given my best consideration to the subject and the -- following proposal is the result:-

11. The number of machines to be not less than 6 as the volume of work that will be thrown on this section according to rule 'e) will be very large. If one

machine did get out of order, the work must be got through with the remaining number of machines, since in this place, there are no facilities for repairing them then and there. So provision has been made for such contingencies.

12. As regards the establishment required, there ought to be 6 hands to be in charge of the 6 machines and one head clerk to supervise the work of this section, to regulate the work according to urgency and importance and to compare the copies made. This work is a very responsible one and I would therefore fix his pay at Rs.60/-. As there is a great demand for the services of qualified good typists everywhere the pay of these men must be sufficiently tempting so that we may be able to get competent men for the places. I would therefore propose that their pay may be fixed at Rs.40, 35, 30 and 25 i.e, one on Rs.40, one on Rs.35 2 on Rs.30 and two on Rs.25.

13. One mutchi and 2 peons are also necessary for this section. The services of peons are indispensable since they have to be constantly going out from one office to another situated at distances from each other for delivering the fair copies as they are typed.

14. Besides the ~~yp~~ typing work to higher officers and heads of Department, there will be a large volume of English correspondence with co-ordinate and sub-ordinate officers which are not typed but which have to be fair copied. This work will be attended to by the two hands referred to in para 2 of this letter. It must be remembered in this connection that by the formation

of a separate typing section, the existing fair-copying hands cannot be absorbed since they will have to do a lot of sundry works such as copying drafts, statements and enclosures sufficient to engage them the whole day.

15. No doubt type-writing machines are a great convenience to an office when more than one copy has to be made. This will also save time. But the best way of accomplishing this object is to supply a machine to each of these offices for its exclusive use and to hold the head of the office responsible for its maintenance in good condition. By such an arrangement the machine will be taken care of properly and it will work for a much longer period than the machine entrusted to a central type-writing section in which no one official can be held responsible for the disorder of a particular machine.

I have the honor to be,

Sir,

Your most obedient servant,

Deputy Commissioner,
Kolar District.

W.D. 0244—GPB—6,00,000—19-5-16—S.

GEN. 1

15 NOV 1916 1916-17

From

The Dy: Comr Kabul Divn

To

The Secretary to Govt Genl Depts

Dated 13-11-16

Despatched 14-11-16

Received

General No. H.O.C. 116-16-17.

No.

Enclosure No. nil.

---

states that the proposed rules for regulating the use of the typewriting machines in the offices of the Dy: Comrs & Political

6243

Office of the Deputy Commissioner,

Kadur District,

Dated Chikamagalur, 13th November 1916.

From

B.Ramaswamaiya Esq.,B.A.,B.L.,

Offg.Deputy Commissioner,

Kadur District .

To

D.M.Narasinga Rao Esq.,B.A.,B.L.,

Secretary to Government, General Department,

Bangalore.

Sir,

With reference to your letter No.G.450-58 J.M.360-12-58 dated 11th July 1916 requesting my opinion on - the rules proposed to be issued for regulating the use of the type-writing machines in the offices of the Deputy Commissioners of Districts, I have the honor ot state that the proposed rules appear to be suitable and may be adopted.

2. With regard to the formation of a separate - section designated 'Typing Section' as contemplated in rule (C) - the following points require to be considered. The clerks in the District Police, Excise and Forest Offices now entrusted with the fair copying work of those offices, are not employed solely on such fair copying work, but are given other work also. Hence they cannot be withdrawn from those offices, the establishments of which are besides generally limited. Consequently additional clerks as - per margin will be quite necessary to cope with the typing work of all the offices in the District --- Head quarters unier the Deputy Commissioner. The Head Typist will be responsible for the work of the typing section, and he should therefore be thoroughly conversant with the work, besides having a general knowledge of construction and minor repairs of the machines to ensure their proper maintence and working. A pay of Rs. 50/- is accordingly proposed for the post.

One Head Typist on	Rs 50/-
One Typist on	Rs.35/-
One Typist on	Rs.25/-

3. It is expected that with the proposed additional three

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three hands and one more hand deputed from the existing staff of the clerks in the District Office, the typing work of all the Departments in the District Office in accordance with the proposed rules can be conveniently attended to.

I have the honor to be ,

Sir,

Your most obedient servant,

for Offg. Deputy Commissioner,

Kadur District.

A.N.S.

O.C.No.309(Genl) 1916-17. Office of the Deputy Commissioner,

Dated Shimoga 11/13th April 1917.

37

DIARY NO....9053

19/3 -1914
SECTION. Gen. Mis.
FILE NO. 360-13
NO 7

From

A. Subramanya Iyer, Esquire, B.A.,
Deputy Commissioner,
Shimoga District.

To

D.M. Narasinga Rao, Esquire, B.A.B.L.,
Secretary to the Government of Mysore,
General Department,
Bangalore.

G.M. 201-(6-

Sir,

Referring to your letter No.G.450-58/G.M.360-13-52 dated the 11th July 1916 and subsequent reminders re the rules for regulating the use of typewriting machines, I have the honor to state that the Officers who are already supplied with machines viz: the District Superintendent of police, the District Forest Officer, and the Special Revenue Officer, Malnad Improvement Scheme, are against the proposal, while those who have none are in favour.

2. My own opinion is that the existing arrangement is desirable and the proposed booking of resources may not prove satisfactory. It should be the idea ~~of~~ to provide each office with a machine in course of time. Till then important reports etc., of offices without machines may be typed in offices with machines. As a matter ~~of~~ of fact the Excise Administration report of last year was typed in the District Office, as the District Excise Office has no typewriter.

3. The Forest Officer, Sagar Division, has a typewriter, which ~~has~~ should be made available when ~~when~~ convenient for typing important ~~reports~~ reports etc., of the Sub Division Officer there.

I have the honor to be,

Sir,

Your most obedient servant,

Deputy Commissioner,
Shimoga District.

R.S.P.

GPB—50,000—17-9-15

19 16-17.

From

The Deputy Commissioner,

Shillong.

To

The Secretary to the Government of [illegible]

General Department, Darjeeling.

Dated 11/15th April 1917.

Despatched 13-4-17

Received

General No. C.J.309(Gen.)

No.

Enclosure No.

Submits opinion on the proposal to amend the rules for regulating the use of typewriting machines.

A S

GEN. & REV. SECRETARIAT VERIFIED
GENERAL
10 JUL 1917

10 JUL 1917

1916-17

From

The Deputy Commissioner
38 Bangalore District

To

The Secretary to the Govt.
of Mysore - Genl. Dept.

Dated

Despatched 10/7/17

Received

General No. C 12 of 16-17

No. Secy

Enclosure No.

Submits opinion in the question
the use of
of Regulating Typewriting
machines.

GPB—5,76,000—6-4-12

Office of the Deputy Commissioner,
Bangalore District.
Dated Bangalore, 7th July 1917.

No.....

From

F.F.Bowring,Esq.,
Deputy Commissioner,
Bangalore District.

To

L...Narasinga Rao,Esq.,B.A.,B.L.,
Secretary to the Government of His Highness
the Maharaja of Mysore, General Department.

Sir,

With reference to Government order No.G.450-56/G.A.886-16-~~55~~ 67 dated 11th July 1916 and subsequent reminder thereto calling for my opinion on the question of regulating the use of Type-writing machines, I have the honor to note in the margin the number of Type-writing machines that are at present in use in the District Office proper, and those sub-ordinate to it.

(2).2 Type-writers in the English Department of the Deputy Commissioner's Office and one of the Local Funa Branch. Out of these 3, one is quite unserviceable and irrepairable and 2 are in working order.
(3).1 Type-writer in the Police Superintendent's Office, Bangalore.
(3).1 -do- in the District Forest office Bangalore.
(4).1 -do- in the City Magistrate's Court, Bangalore.

2. In rules, C and D of the rules proposed to be issued a separate section designed as "Typing Section", is contemplated to be constituted, and this section is to do the fair copying work of the District Office proper and similar work of an important character of the subordinate offices at the Head-quarters; including those such as the Sub-Division Office and District Excise office to which Type-writers have not been now supplied.

3. As regards the District Office proper, there are at present as noted ~~in the margin~~ above two typewriters in working order and one unserviceable (two supplied to the Deputy Commissioner's Office and one to the -- President of the District and Municipal Boards, Local Fund Branch); and there is full work for ~~all~~ these machines, particularly as the clerical work has considerably increased of late owing to the additions of several new departments such as, Village Improvement, Conference etc.

4. A separate type-writing machine is quite indispensable for the

40

the office of the District Superintendent of Police, as the work of this Department cannot be promptly and efficiently attended to by a type-writing section in the District Office in view of the fact that the Superintendent of Police has to correspond direct with the Inspector General of Police in routine matters and the submission of First Information reports in heinous cases and their weekly progress reports. Further the work of that office will be generally of a confidential nature.

5. The City Magistrate's Court and the District Forest Office have not been given separate Typists and all the typing work is being got through by one of the clerks of the existing -- establishments, who know typing work in addition to their legitimate duties. Further the typist of the District Office will have to take the Type-writer with him to Camp which the Deputy Commissioner is in circuit to get through the urgent work.

6. If the type-writers now supplied to the District Superintendent of Police, the District Forest Officer and City Magistrate are to be withdrawn and given to the Revenue Sub-Division offices not located at the District Head-quarters, the present clerks of the respective departments who are attending to type writing work will have to be deputed to work in the typing-section of the Deputy Commissioner's Office putting other men in their stead in the respective offices, or an addition should be made to the typing section of the District Office by at -- least 3 more hands. Even under such an arrangement a difficulty would arise as regards the supervision over the typing work of the subordinate offices with the result that the work will not be so satisfactory as it would be when done in the respective departments.

7. In the circumstances mentioned above, I am of opinion that the present practice in the Deputy Commissioner's Office need not be altered and the type-writers now in use in the office of the District Superintendent of Police, City Magistrate's Court and the District Forest offices may be allowed

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allowed to continue as hitherto and trained typists attached to these offices to carry on the work more efficiently than at present.

8. In this connection, I beg to request that a new type-writing machine at a cost of Rs.400/- may be kindly ordered to be purchased for the use of the English Department, in lieu of the unserviceable Densmore type-writer which may be auctioned, as the work of the Revenue Department has as noted in para 3 supra considerably increased of late. One type-writer to each of the marginally noted five offices with provision for a separate typist may also kindly be sanctioned. Separate proposals will be submitted through the Heads of Departments concerned.

1 Sub-Division Office, Closepet.
1 -do- Dodballapur.
1 District Excise Office.
1 Civil Officer, Bangalore.
1 Office of the President, District Committee and Superintendent, Economic Conference.

5

I have the honor to be,

Sir,

Your most obedient servant.

Deputy Commissioner,
Bangalore District.

L.S.R.
1.

W.D. 0244—GPB—6,00,000—19-5-16—S.

19 JUL 1917 191 GENERAL
19 JUL. 1917

From
THE DEPUTY COMMISSIONER,
42 MYSORE DISTRICT.

To
THE SECRETARY TO GOVERNMENT,
GENERAL DEPARTMENT, BANGALORE.

Dated The 15th July 1917.

Despatched 18.

Received

General No. D. Dis No. 39 ... 17

No. Series T.C. 5-17-18

Enclosure No.

Submits his views in the matter of regulating the use of Typewriting Machines in the Office of the Deputy Commissioner.

[illegible] Office, [illegible],
[illegible] Accra, the 26th July 1917.

[illegible],
[illegible] Commissioner,
[illegible] Districts.

[illegible] Police, [illegible],
[illegible] Headquarters of the Force
[illegible] Accra, [illegible],
[illegible].

[illegible] 150-50/1. [illegible]
[illegible] for a [illegible] of sets in brief
[illegible] for registration the use of the
[illegible] Office of the Deputy Commissioners
[illegible] to state as follows:-

[illegible] numbers there are now 2
[illegible] to the one in use in the
[illegible]. The other officers subscribe to
[illegible] have been given designations as:-

[illegible] Officer, Accra.
[illegible] Inspector of Police, Accra,
[illegible] Sergeant Police, Accra Town,
[illegible] Police Officer, Accra Rural, and
[illegible] Police Constable.

[illegible] for the Secretary Office of
[illegible] Office, Christiansborg Barracks, Accra.

[illegible] have been supplied for
[illegible] Police and Artisans, the
[illegible], the Superintendent of Police, Accra
[illegible] Fingerprints of Police, Accra

[illegible] Chief Officers at the Outposts.

of Police, Mysore District, were consulted in regard to the proposal to do the important fair copying work of their offices in a general Typing Section to be formed in the District Office and they are all of the opinion that this would be exceedingly inconvenient. The Superintendent of Police points out that a considerable portion of the typing work of his office relates to confidential matters which it is inexpedient ~~should~~ to be handled by clerks outside his office. The two Forest Officers state that the great bulk of their correspondence is in English and it is found that their machines have full work every day. The District Forest Officer, South Division, adds that as his office is not located in the Public Office buildings, it would lead to much loss of time if papers of his office required to be typewritten have to be sent to the District Office. In addition to the points urged by these Officers I would say that in most of these small offices, the Typist has some other work allotted to him in addition to the typing work, and on the other hand the services of other clerks have to be utilised for comparing the typewritten copies. Consequently it would be exceedingly difficult for the offices concerned to turn out their work properly if one hand from their establishments is sent away to the District Office along with the typewriting machines. Moreover, the duty of deciding on the urgency and importance of the several communications to be typewritten must rest with the ministerial heads of each individual office and it is undesirable that this duty should be shifted to the head of the proposed typing section in the District Office. From my knowledge of the work of the offices of the two District Forest Officers and the Superintendent of Police, Mysore, I am satisfied that all of them do require a machine entirely for their own work and it is desirable that the machines should remain in their own hands and under their control. A machine has been newly supplied to the Sub Division Officer of Mysore. In addition to ordinary Revenue

[illegible] there is a considerable amount of typing [illegible] [illegible] copies of decisions which have [illegible] to the subordinate Courts, the [illegible] to decisions large, but to parties in the [illegible] is not so heavy as to require a full time [illegible], but his typist is often not only employed [illegible] work, and the routine work of his office [illegible] in the district office without some [illegible] establishment.

[illegible] district office itself there are [illegible] exclusive of the one in the local [illegible] are not sufficient, [illegible] but also to take important [illegible] at, reference, [illegible] and sometimes even [illegible]. The work in the typing bureau is [illegible], if carried, would help to [illegible] in fair-copying work. The local [illegible] all the more felt as a stenographer [illegible] duty Officials.

[illegible] are, I am of opinion that the [illegible] (a) and (b) could be extremely inconvenient [illegible]. The proposal contained [illegible] setting machines and accessories the [illegible] Officer [illegible] certificate [illegible], be responsible for that department [illegible] accessories of wholesale rates. [illegible] remaining verification of typewriting [illegible] applications [illegible] practically [illegible].

I have the honour to be,
Sir,
Your most obedient servant,

[illegible]
Assistant to Miss Cooper,
[illegible] Commissioner.

No.	Name of office.	No. in use at present.	No. proposed to be allowed.	Remarks.
1.	Secretary to Govt. Public Works Department.	5	5	(Two are in use in the office of the Engineer-in-Chief)
2.	" Railway "	5	5	
3.	Registrar, Chief Court.	3	3	
4.	Chief Commandant, Mysore State Troops.	2	2	
5.	Inspector - General of Police	3	3	
6.	" Education.	2	2	
7.	" Prisons.	1	1	
8.	" Registration.	2	1	
9.	Conservator of Forests.	4	3	
10.	Comptroller.	6	6	
11.	" P.W.& Railway Branch.	4	3	
12.	Director of Mining & Geology.	4	2	
13.	Secretary, Economic Conference.	2	2	
14.	" Life Insurance Committee.	1	1	
15.	Revenue Commissioner	6	4	
16.	Sanitary "	2	1	
17.	Excise "	2	2	
18.	Stamp "	Nil	Nil	
19.	Superintendent, Govt. Gardens.	2	2	
20.	" Museum	1	1	
21.	" Press.	2	2	
22.	" Revenue Survey.	1	1	
23.	" Inam Settlement.	Nil	Nil	
24.	" Amrita Mahal Deptt.	Nil	Nil	
25.	Muzrai Superintendent.	2	2	
26.	Senior Surgeon	2	2	
27.	Government Advocate.	1	1	
28.	Officer in charge of Archaeological Researches.	1	1	
29.	Meteorological Reporter to Government.	1	1	
30.	President, City Municipal Council, Bangalore and the Health office.	2	2	
31.	Do. Mysore and Health office, Mysore.	2	2	

67 28

No.	Name of office.	No. in use at present.	No. proposed to be allowed	Remarks.
32.	Chairman, Mysore City Impt. Trust Board.	2	2	
33.	Registrar of Co-operative Societies.	1	1	
34.	Military Secretary.	2	1 ✗	
35.	Chief Electrical Engineer.	4	2 ✗	
36.	Director of Industries & Commerce	2	2	
37.	" Agriculture	2	2	
38.	Deputy Commissioner, Bangalore District	3	5	No needs revision.
39.	" Mysore "	2	5	
40.	" Kolar "	4	4	
41.	" Shimoga "	2	4 ✓	
42.	" Tumkur "	2	4 ✓	
43.	" Hassan "	2	4 ✓	
44.	" Chitaldrug "	2	4 ✓	
45.	" Kadur "	2	4 ✓	
46.	Superintending Engineer, Northern Circle.	2	1 ✗	
47.	" Southern "	2	1 ✗	
48.	District & Sessions Court, Bangalore Dn.	1	1	
49.	" Mysore	1	1	
50.	" Shimoga	1	1	
51.	Executive Engineer, Water Supply & Stores Division.	1	1	
52.	Superintendent of Police, Bangalore Dist.	2	Nil ?	
53.	" Kolar Gold Fields.	1	1	
54.	The Govt. Commercial School, Bangalore.	13	13	
55.	" Mechanical Engineering School.	1	1	
56.	The Chamarajendra Technical Institute, Mysore.	13	13	
57.	President, Sanitary Board, Kolar Gold Fields.	1	1	
58.	Superintendent, Power & Light, Mysore.	1	1	
59.	" " Bangalore	1	1	
60.	Sub-Division office, Nanjangud	1	1	
62.	" French Rocks			
65.	" Closepet			
63.	" Maddagiri			
64.	" Chikballapur			nil 1 each
66.	" Saklaspur			
65	" Sagar.			
66.	" Davangere.			

MBR 29.1.16

AOO 29/1/16

S.O.

68

G.R.S. VI-71]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the *191*

Date of issue..... Z

Signed by.....

Section

File No.

Serial No.

Proceedings of the Government of
His Highness the Maharaja of Mysore.

Read.— Govt. order No. G.9578-625 / G.M.312-13-1 dy 23-5-1914 directing heads of offices to purchase only the patterns of typewriters approved by Govt & to employ qualified typists to handle them.

2. Circular letter No. G.450-58 / G.M.360-16-67 dy 11-7-1916 addressed to the Rev. Comm in Mysore & Dept Hds inviting their opinion on certain proposals for regulating the use of typewriting machines in Govt offices and replies received thereto.

Order Thereon:— No.

Addl. Secy

over.

May this be

i Printed?

ii treated as a standing order? Z

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette Kannada part?

Order :— No.

After a careful consideration of the ~~Question~~ Question we are pleased to lay down the following rules to regulate the use of typewriting machines in the Secretariat Office of the State :—

(I) The supply of typewriters to ~~your~~ offices will be, ~~regulated~~ in accordance with the scale ~~laid down~~ prescribed in the accompanying Statement.

(II) The following kinds of ~~typewriting~~ work should be done by typewriters

(i) Correspondence addressed to foreign Heads of States & important official persons

(ii) Secret reports

(iii) All Confidential and Demi-official papers (as ~~there~~ may be saved by recourse to typewriting — E.g. Circulars & in which more than one copy is required to be taken & in which the use of ~~typewriters~~ is sanctioned

(~~to be~~ printed as an annexure.)

The scale will be provisional ; any changes required in it may be intimated to Govt ~~to~~ before the 31st March 18

List of enclosures.

Copied by

Examined by

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

5D

considered inadvisable owing to the necessity for greater neatness & the small no. of copies required.

(iii) Judgments in Criminal Cases if more than one copy is required)

(III) The supply of typewriters and typewriting requisites will hereafter be made from the Stationery Depot

(IV) The rule regarding the employment of ~~that only~~ qualified typists should be ~~enforced~~ more strictly observed than at present.

(V) In order to facilitate the stocking of spare parts at the Stationery depot the no. of patterns of typewriters recognized for use will be limited to 'The Remington' & the 'Underwood' and the Depot of Stationery should stock only these patterns of typewriters.

Subject to approval

2. Govt consider that as a result of these arrangements the existing no. of machines in some of the offices

[illegible] which on this
[illegible] increase. The
[illegible] such [illegible]
or ~~[illegible]~~ increase is to be effected
[illegible] the Statement.
[illegible] (b) to [illegible] how the work is
to be [illegible] and otherwise,
will be [illegible] prescribed.
Regulations to be supplied with type-
lists, etc. These [illegible] which an
increase is sought to obtain
[illegible] arising from the Statement,
report and accounts.

3. The [illegible] of stocking in
[illegible] for [illegible] stocking
in the [illegible] Tier 1, their
[illegible] for supply to industry [illegible]
[illegible] also report on the
[illegible] at present made
to give effect to this order taking
into account the [illegible] which
[illegible] for [illegible] of the office.

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GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

4. Necessary provision for the purchase of typewriters will be made in the ~~Statutory~~ future years' budgets of the Stationery depot by effecting ~~if necessary~~, a corresponding reduction in the contingent grants of the offices indenting typewriting machines for ~~it~~.

5. The Supdt should obtain the previous sanction of Govt for the replacement of worn out typewriting machines, ~~worn out~~ which should be returned to him. Such machines should be periodically sold by auction with the approval of Govt. & the proceeds credited ~~to Govt.~~ the Treasury.

6. These proposals will come to force with effect from the 1st July 1918. The Supdt will report at the end of one year as to how the Scheme

[illegible] has [illegible].

[illegible]

[illegible]
19/1/14

Chief [illegible]

[illegible]

- [illegible] Staff [illegible], Admiralty
- [illegible] Secretary [illegible]
- ~~[illegible]~~ Commander-in-Chief through Br. II
- ~~[illegible]~~ Heads of other departments
- [illegible] Commanders [illegible]

[illegible]

[illegible]